



POSITION ANNOUNCEMENT

Small Business Technology and Development Center Arkadelphia, Arkansas

- POSITION:** Training Coordinator; full-time, federally grant funded
- JOB DESCRIPTION:** The position reports to the Center Director and is responsible for the management and marketing of approximately 60 business training seminars annually. The major function of the Training Coordinator is to develop, coordinate, and implement training and educational activities in the Center's assigned territory. Specific duties include developing training calendars, sponsor contacts, determining seminar locations, scheduling programs, coordinating seminar logistics and volunteer speakers, determining promotional strategies to market seminars, curriculum development, creating audio/visual presentations and developing co-sponsor relationships. It also includes teaching various seminars and acting as host to introduce seminars and speakers. The position is responsible for the oversight of reporting paperwork associated with the training program. Other activities include public speaking to promote the organization and to represent the organization at trade shows and in external organizational committees. The position works closely with the Center Director to provide assistance to business clients and other duties as assigned.
- QUALIFICATIONS:** **Required qualifications** include: 1) bachelor's degree in communications, marketing, public relations or a business-related field from a regionally accredited four-year institution of higher education; (2) good oral and written communication skills; (3) proven ability to manage multiple projects; and (4) proficiency in PC word processing, PowerPoint, and windows software. **Preferred qualifications** include (1) desktop publishing experience (PageMaker or InDesign) (2) experience marketing training programs, special events, etc. (3) public speaking experience; (4) experience working with volunteers; (5) experience coordinating training or special events; (6) curriculum development experience. This job will require limited night work as well as some travel with overnight stays. The job also requires the ability to lift 50 pounds.
- APPLICATION:** To apply, (1) submit a letter of application detailing relevant work experience and educational background; (2) a resume; (3) names and contact information of three references; and (4) an unofficial college transcript copy. An official college transcript will be required prior to hiring. We encourage applicants to submit electronic applications. Submit to: Training Coordinator Position, HSU Small Business and Technology Development Center, 1100 Henderson Box 7624, Arkadelphia, AR 71999; fax to (870) 230-5236; or gourled@hsu.edu. Screening of applicants will begin July 28, 2010 and continue until the position is filled.

Henderson State University is an affirmative action/ADA, equal opportunity employer. Women and minorities are encouraged to apply.